

Premises & Expenditure Department Head Office-Annexe Salem		No.27/1, Thirunagar, Hasthampatti, Salem 636 007 Mail : ped@tngb.co.in Ph : 0427 2522212
Ref : PED/349/2023-24	TAMIL NADU GRAMA BANK Your Bank Our Pride	Date : 27.12.2023

Sub: Inviting quotation for Printing & Supply of Stationery items

We request you to submit your quotation for printing and supply of Stationery items. The quotation should be submitted in a sealed envelope addressed to "The General Manager, Tamil Nadu Grama Bank, No.6, Yercaud Main Road, Hasthampatti, Salem 636007" with the words superscribing " Quotation for Printing and supply of Stationery items ".

SI No	Item	Type	Specification	Size	Quantity
1	CIF form (Tamil) (100 forms in one pad)	Pad	Grade A 70 GSM White Maplitho paper - 2 pages - Front & Back printing - Hard board at Bottom & Brown sheet at Top - Top cloth Binding	A4	5,500 Pads
2	Jewel Loan Non Agri Application (100 forms in one pad)	Pad	Grade A - 70 GSM White Maplitho paper - 2 pages - Front & Back printing - Hard board at Bottom & Brown sheet at Top - Top cloth Binding	A4	2,800 Pads
3	Single Debit (100 leaves in one pad)	Pad	Grade A 70 GSM White Maplitho paper - 100 leaves - 1 page - Front only printing with Green colour - Hard board at Bottom & Brown sheet at Top - Top cloth binding	10.5 cm X 18 cm	28,000 Pads
4	Single Credit (100 leaves in one pad)	Pad	Grade A 70 GSM White Maplitho paper - 100 leaves - 1 page - Front only printing with Red colour - Hard board at Bottom & Brown sheet at Top - Top cloth binding	10.5 cm X 18 cm	17,000 Pads
5	RD Pass Book	Book	Cover Page - Grade A - 170 GSM Art paper for cover - 4 pages (2 Sheets) front and back printing - Multi colour. Inner sheet - Grade A - 70 GSM White Maplitho paper - 12 pages (6 sheets) front and back printing. All sheets gathered with Centre Stitching & Folding	Closed Size 14 cm X 9 cm	46,000 Books

Packing Method:

CIF form (Tamil)	PP mono Twine Bundling to be done with every 10 pads.
Jewel Loan Non Agri Application – Form 21	PP mono Twine Bundling to be done with every 10 pads.
Single Debit	PP mono Twine Bundling to be done with every 20 pads.
Single Credit	PP mono Twine Bundling to be done with every 20 pads.
RD Pass Book	Every 50 books to be paper banded and every 250 books to be packed in 90 GSM Kraft paper. And printed label to be pasted on each packet.



Please note that the stationery items should be sent to our Regional offices at Coimbatore, Kancheepuram, Krishnagiri, Madurai, Namakkal, Sivagangai Thanjavur, Thoothukudi, Tirunelveli, Villupuram, Virudhunagar & Head office at Salem. (Total 12 centers).

Terms and conditions:

- Quotation should be submitted as per **Annexure 1** and EMD details should be submitted along with your quotation as per **Annexure 2** attached herewith, failing which, submitted quotation will be summarily rejected.
- The rates should be **inclusive of Designing/Art Work, GST, Transportation, Loading & Unloading charges (To be delivered at Godown of the respective Stationery Centres)**
- Quotation should be submitted **on or before 03.01.2024 @ 12.00 pm**
- Earnest Money Deposit (EMD) **Rs.50,000/-** should be remitted through **NEFT** to our bank account **No. 10158768274**; IFSC: **IDIB0PLB001** ('0' Stands for Zero) **(OR)** Remittance of EMD through Demand Draft in favour of "Tamil Nadu Grama Bank" payable at Salem
- **"Bid Security Declaration" will not be accepted**
- EMD amount will be returned to all the unsuccessful quotationers.
- EMD amount will be paid to the successful L1 quotationer at the time of final payment
- If the L1 quotationer does not execute the supply order or supplied with any deviations in specifications mentioned in the supply order, bank will cancel the supply order and EMD amount will be forfeited.
- **Sample paper should be submitted as per our specification along with quotation, otherwise quotation will be rejected.**
- The specimen will be provided only to the L1 quotationer and proof should be submitted to us within 3 days from the receipt of specimen for approval.
- Stationery items should be printed and supplied to our 12 centres within 30 days from the date of approval of proof.
- If failed to deliver the stationery item within 30 days, Bank will cancel the order without prior notice and the bank will not bear any expenses.
- If any deviations found from the supply comparing to our specifications, Bank will cancel the order and the vendor will be blacklisted.
- Stationery items should be securely packed and delivered to the respective stationery centers as specified by the Bank; otherwise, penalty will be imposed.
- No advance payment will be made
- Payment will be made only after submission of delivery challan/note which should be duly acknowledged by our bank officials at our 12 stationery centres.
- Excess supply will not be accepted
- **Kindly mention in your quote as I accept your terms and conditions.**

Yours Sincerely

Chief Manager



Annexure – 1

Quotation for Printing & Supply of Stationery
Ref.: PED/349/2023-24 dated 27.12.2023

Company Name:

Address:

SI No	Item	Type	Specification	Size	Quantity	Amount Incl. GST	GST %
1	CIF form (Tamil) (100 forms in one pad)	Pad	Grade A 70 GSM White Maplitho paper - 2 pages - Front & Back printing - Hard board at Bottom & Brown sheet at Top - Top cloth Binding	A4	5,500 Pads		
2	Jewel Loan Non Agri Application (100 forms in one pad)	Pad	Grade A - 70 GSM White Maplitho paper - 2 pages - Front & Back printing - Hard board at Bottom & Brown sheet at Top - Top cloth Binding	A4	2,800 Pads		
3	Single Debit (100 leaves in one pad)	Pad	Grade A 70 GSM White Maplitho paper - 100 leaves - 1 page - Front only printing with Green colour - Hard board at Bottom & Brown sheet at Top - Top cloth binding	10.5 cm X 18 cm	28,000 Pads		
4	Single Credit (100 leaves in one pad)	Pad	Grade A 70 GSM White Maplitho paper - 100 leaves - 1 page - Front only printing with Red colour - Hard board at Bottom & Brown sheet at Top - Top cloth binding	10.5 cm X 18 cm	17,000 Pads		
5	RD Passbook	Book	Cover Page - Grade A - 170 GSM Art paper for cover - 4 pages (2 Sheets) front and back printing - Multi colour. Inner sheet - Grade A - 70 GSM White Maplitho paper - 12 pages (6 sheets) front and back printing. All sheets gathered with Centre Stitching & Folding	Closed Size 14 cm X 9 cm	46,000 Books		

Date:

Authorized Signatory with Seal

**Annexure - 2
EMD**

From

Date:

To
The General Manager
Tamil Nadu Grama Bank
No.6 Yercaud Road
Hasthampatti
Salem 636007

Sub.: Your Inviting quotation No.: PED/349/2023-24 dated 27.12.2023 for Printing & Supply of Stationery items

With reference to the above inviting quotation for Printing & Supply of Stationery items (CIF form (Tamil), Jewel Loan Non Agri. Application (Form 21), Single Debit, Single Credit & RD Passbook) having examined and understood the terms and conditions.

We confirm that the offer is in conformity with the terms and conditions as mentioned in the above-cited inviting quotation and agree to all the terms and conditions of the subsequent amendments made, if any.

The bank has right to reject the offer in full or in part or cancel the entire process without assigning any reason whatsoever.

We furnish hereunder the details of NEFT/Demand draft remitted/submitted towards Earnest Money Deposit (EMD

Description	Amount (Rs.)	DD No. / NEFT UTR No.	Date of DD / NEFT	Name of Issuing Bank & Branch
EMD	50,000/-			

Authorized Signatory with Seal